

## **RECRUITMENT OF EX-OFFENDERS POLICY**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. The school complies with the Code of Practice and the Data Protection Act 1998 in relation to the handling, use, storage, retention and disposal of all disclosure information.

The school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The school selects all candidates for interview based on their skills, qualifications and experience.

A DBS check is required for all staff working in school and for anyone who might come into regular contact with pupils. This might include volunteers and all those aged over 16 years old who reside on site or visit overnight and have access to the boarding houses. Application forms, job advertisements and recruitment guidance will contain a statement that a DBS check will be requested in the event of the applicant being offered the post.

The school encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The school requests that this information is sent under separate confidential cover to the Head, and guarantees that this information will be seen only by those who need to see it as part of the recruitment process. Applicants are asked to provide details of any convictions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website: [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance).

The school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example, the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The school makes every subject of a DBS check aware of the existence of the Code of Practice. A copy is posted on the Staff Vacancies page of the school's website and a hard copy is available on request.

The school undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

This policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.

*See Data Protection Policy for Staff.*